



# Your Duty of Care: Business Waste

## What is Duty of Care?

As a business you have a duty to ensure all waste associated with your operation is handled safely and lawfully. It applies to anyone who produces, imports, transports, stores, treats or disposes of waste in connection with a business, irrespective of volume.

## As a business

You have a duty to:

- Store and dispose of all your waste responsibly.
- Prevent waste from escaping your control.
- Ensure that your waste is only handled by people or businesses authorised to do so.

Any business handling waste must have the correct authorisations from the Environment Agency, these will include either:

- A Waste Carriers Licence
- A Brokers Licence
- An Environmental Permit

You can confirm a business has the correct authorisation by checking online at: <https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>

You must obtain a waste transfer note before your waste is collected. This note will demonstrate your compliance with your Duty of Care and should be kept for a minimum of two years.

**Failure to produce waste transfer notes on request can result in a Fixed Penalty Notice of £300. Individuals can be fined up to £5,000 if convicted of improper waste disposal.**

## Waste Carriers Licence

If you transport yours or other people's waste during the operation of your business you will need to register with the Environment Agency as a Waste Carrier.

When you collect waste from someone else, ensure you are authorised to take it and provide the person with a Waste Transfer Note. Waste authorisations for all types of waste can be checked by contacting the Environment Agency at: [www.gov.uk/environmental-management/waste](http://www.gov.uk/environmental-management/waste) or call **03708 506506**

## Waste Transfer Notes

When handling waste, it is essential a chain of custody is maintained by completing and retaining waste transfer notes, which also demonstrate compliance with Duty of Care. A transfer note must include the following:

- Waste description and quantity
- European Waste Catalogue (EWC) Number
- Time and date and location
- The names and addresses of persons involved
- Registered certificate number
- SIC (Standard Industrial Classification of Economic Activities) Code

## Burning of waste

Business waste must not be burnt unless you have a D7 waste exemption or other permission from the Environment Agency:

**The only waste you can burn in the open with a D7 exemption is plant tissue (e.g. trees, branches, leaves, wood and vegetation) or untreated wood at the place where it is produced.**

The burning of waste on a bonfire or in an appliance on an industrial or trade premises which produces dark smoke and is considered an offence under the Clean Air Act 1993 and may be subject to prosecution.

## Further Information

To access the public register of authorised Waste Carriers or additional information regarding your Duty of Care as a business please visit the Environment Agency website at [www.gov.uk/environmental-management/waste](http://www.gov.uk/environmental-management/waste) or call **03708 506 506**.

Businesses can make arrangements with North Norfolk District Council for the collection and disposal of their waste. We understand every business is different, so we have developed a range of waste and recycling services which can be tailored to meet your individual requirements.

For more information, visit [www.north-norfolk.gov.uk/commercial-waste](http://www.north-norfolk.gov.uk/commercial-waste) or call us on **01263 516189**.

If you suspect that someone is offering to remove your waste without the correct authorisation, do not give it to them and contact the Environmental Protection Team: [ep@north-norfolk.gov.uk](mailto:ep@north-norfolk.gov.uk) or 01263 516085.